

HOUSING SPECIALIST

DEFINITION: Under general supervision, performs work of considerable difficulty with responsibility to assist in development of housing projects, plans and programs; performs related work as required.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Acts as liaison between funding sources, financial institutions, and the Navajo Nation to ensure responsibilities to the needs and circumstances of the Nation; directs preparation of statistical data for housing development presentations, reports and proposals; ensures coordination of planned and proposed housing developments; assists with the development of housing policies and procedures; conducts research on application requirements of funding agencies; identifies funding sources; prepares grant proposals.

Provides analysis of existing and proposed housing development assistance programs; identifies housing problems and makes suggestions and recommendations for improvement; determines housing needs and priorities; prepares required reports, contracts, agreements and correspondence; interprets applicable federal, state and Navajo Nation housing development rules and regulations.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of the principles, methods and procedures of research techniques.
Knowledge of the physical, social and economic demographics and community resources.
Knowledge of grantsmanship and governmental organizations as related to housing development planning.
Knowledge of applicable Navajo Nation, federal and state laws, rules, regulations, policies and procedures.
Skill in researching, analyzing and reporting data.
Skill in preparing grants, contracts and budgets.
Skill in establishing and maintaining effective working relationships with others.
Ability to write effectively and prepare comprehensive and concise reports.
Ability to survey, compile and analyze relevant factors affecting housing development planning.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical effort in an office setting.

MINIMUM QUALIFICATIONS: A Bachelor's degree in Business Administration, Planning or related field; and (1) year of professional research or planning experience; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.